

**AFSOC CONFERENCE APPROVAL AUTHORITIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air Force Special Operations Command Instruction (AFSOCI) implements Air Force Policy Directive (AFPD) 90-1, *Command Policy*. It establishes Air Force Special Operations Command (AFSOC) procedures for approval authority for conferences. It does not apply to the Air Force Reserve (AFRC) or Air National Guard (ANG) units.

**1. Background.** A March 2000 Secretary of the Air Force letter allows MAJCOM/CVs to delegate conference approval authority to directors and wing commanders. In AFSOC, this authority is delegated to MAJCOM directors and wing commanders. Further delegation to subordinate levels is not authorized. We must ensure compliance with the intent of the SECAF guidance for all USAF-sponsored conferences. Criteria includes:

1.1 Consider whether the conference is necessary for the effective accomplishment of the organization's mission.

1.2 Evaluate the cost differences of prospective sites.

1.3 Limit attendance to the minimum number of individuals required.

1.4 Submit quarterly data to HQ AFSOC/FMP per RCS: AFSOC-FMP(Q)0001, Quarterly Conference Report. Reports are due quarterly and will be collected via a spreadsheet which will be provided quarterly by HQ AFSOC/FMP. Data will be consolidated and reported to AFSOC/CV. Reports are due NLT the 15<sup>th</sup> workday after the end of each quarter. Negative replies are required. This report is designated Emergency Status Code D (discontinue reporting during emergency conditions).

**2. Responsibilities:**

2.1 MAJCOM directors and wing commanders are to designate, in writing, a point of contact to HQ AFSOC/FMP.

2.2 Local documentation of compliance with this instruction should be maintained by each MAJCOM director or wing level personnel. Maintain documentation in accordance with AFI 37-139, Table 37-14, Rule 8.

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Director, Financial Management  
and Comptroller